Training Principles:

- Training is not the solution to all organizational problems if the problem is not a knowledge or skills gap, then training is likely not the solution

- Training will focus on the knowledge and skill needed to effectively perform the job

- Training will continue to be designed using adult learning principles

Training Principles: continued

- Training will be engaging, fun, and active for participants

- Training will be focused events and exercises and linked directly to the training objectives

- Training will be evaluated and continuously improved

Training Development Methodology

- STEP ONE – Defined need for training (Needs Assessment, Survey, or agency request)

- STEP TWO – Develop Training Objectives and Performance Criteria

- STEP THREE – Select appropriate media for delivery

- STEP FOUR – Develop or customize content

- STEP FIVE – Implement the training program

- STEP SIX – Conduct training evaluation

- STEP SEVEN – Continuously improve training